

**The Directors of Studies in Computer Science Forum held on Friday 31th January 2020
at 15:00 in LT2 in the William Gates Building**

Unconfirmed Minutes

Members

Prof J. Bacon (JE)	Prof A. Mycroft (ROB)
Prof A. R. Beresford (Q)	Ms H. Neal (Undergrad Administrator)
Prof A. F. Blackwell (DAR Sabbatical)	Prof L C Paulson (CL)
Dr Luana Bulat (ME)	Ms D. Pounds (Manager Teaching Admin)
Dr Stephen Cummins (G)	Dr A.S. Prorok (PEM)
Dr J. K. Fawcett (CHU,H,HH,LC,N,M,)	Dr. A. Rice (Q)
Dr D. J. Greaves (CC)	Prof P. Robinson (CAI)
Dr T. G. Griffin (K)	Dr T. M. Sauerwald (EMM)
Dr R. K. Harle (DOW, F)	Dr R. Sharp (ROB)
Dr S. B. Holden (T)	Prof F M Stajano (T)
Mr M. Ireland (SID)	Mrs C. Stewart (Dept Sec)
Dr G.C. Jenkinson (ED,)	Dr S. Taraskin (CTH)
Dr T. M. Jones (CAI)	Dr G. Titmus (CAI)
Prof C. Mascolo (JE)	Dr C. P. Town (W, JE)
Prof S. W. Moore (TH)	Dr R. R. Watts (SE)
Dr R. M. Mortier (CHR)	
Dr R. D. Mullins (JN, PET)	

1. Apologies for absence

Chris Town, Amanda Prorok , Peter Robinson, Graeme Jenkinson, Graham Titmus

2. Minutes from previous meeting

Approved

3. Actions from previous meeting

- 1) Practise examination questions for Foundations of Computer Science can be found at <https://www.cl.cam.ac.uk/teaching/1920/FoundsCS/supervisors/>
- 2) Tripos Matters- The need for new ideas for Part II Unit courses- **Action All**

DP reported that there were several good ideas for courses have been received but the TMC are always interested to hear new ideas.

- 3) **Admissions**- Colleges are asked to suggest the numbers they would like to admit. **Action All**

- 4) **Admissions recording-** A representation to the Head of UIS regarding the introduction of SMI. The system is being tested and will be in place in 2020-2021. 2020-01-31a

The Admissions Office have sent out instructions on how to use the Subject Moderation Interface (SMI). The system will be in use for the 2020-21 admissions rounds. Members requested security concerns be flagged up with the UIS. The option to use export to CSV is considered an important tool for use in the SMI. **Action DP**

4. Other matters arising

None

5. Tripos matters

- i. Unit submission and late penalties. TMC have agreed to continue with the same penalty for Part II as for their dissertations and not to align with the MPhil of initial 25% and ongoing and not to adopt MPhil penalty. The penalty = $10+N / 40 \times \text{mark}$ (N being the integer part of the number of days late.)
- ii. Part II project presentations. DP requested the DoS encourage their students to go and take part in the project presentations. These are held for the students' benefit.
- iii. Cyber training – staying safe online. Colleges are asked to encourage students to do this online training.
<https://help.uis.cam.ac.uk/service/security/protection>

Action all

- iv. Student internships. Issues about the amount of time students spend on applications. This was considered in part a tutorial matter and for the students to be supported to balance their time. RKH suggested a guidance pack to be created for the companies of the supporters' fair which they could access online. DJG was happy to give instruction on guidelines and to liaise with RKH.
Action RKH and DJG

6. Admissions for October 2020

- i. JKF reported that the winter pool was used appropriately. There were no spare quota places. The summer pool will be available for strong candidates from under-represented backgrounds who did not receive an initial offer but who achieve better grades than anticipated. They will have 24 hours in which to accept a place.
- ii. Two colleges made offers over their quotas. One was the University Jardine scholarship award and was unavoidable. The other was in error and the place will be forfeit next admission round.
- iii. Feedback was requested on DoS experience using CTMUA. The conclusion was that the test is very good at assessing ability in Mathematics and in deselecting weaker candidates but not so good at identifying strong CS candidates. Members agreed to request more calibration from Cambridge Assessment and propose that Section one remain as is and Section 2 be revised. **Action RKH**

iv. **Future plans for the admissions process (2020-01-31b)**

The popularity of CS is increasing and quotas were introduced as a temporary measure. Most colleges wish to take more CS students and CS currently has the worst applicant to place ratio in the University. The capacity of the department needs to increase. There is a plan to adapt LT2 to include more setting at the back by removing the projection booth. The engineering of moving the booth maybe problematic, timely and costly. This will only create a few more seats and the Intel lab is currently very full. A possible consideration is the department request payment from Colleges to take more students.

Afternote: the Roger Needham Building, adjacent to William Gates Building has agreed to host IA lectures in future.

Members discussed options for making offers and agreed to research other departments and methods. **Action: RKH to consider Medicine.**

Action all

7. Exam questions for courses affected by the strike.

SBH reported that Trinity students would like extra supervisions due to the strike. This would be deemed as unfair to students from other colleges. Guidelines from the VC are available (2020-01-31c). Members agreed extra supervisions were not fair. Department guidelines were confirmed. All published material, whether lectured or not is examinable and students should cover all topics in a course regardless. All lecture notes and slides are available online and supervisors should cover the entire course as normal. Students may email lecturers once the strike action is finished with any questions. The CS Examiners will be informed as to which lectures were not given.

8. Publicity materials

Syllabus Booklets are discontinuing. Members are asked to give feedback on what publicity they think would find useful?

Action All

9. Any other business

None

10. Date of next meeting

24th April 2020- FW11